



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-7600

**AIR BULLETIN NO. 1**

**14 February 2001**

**EQUAL EMPLOYMENT OPPORTUNITY EVENTS FY 2001 (HRO-EEO)**

1. Purpose: To provide events, activities or occasions that are set aside annually to recognize the achievements and contributions made by members of specific racial or ethnic groups in our society. Annual special ethnic observances are designed to enhance cross-cultural awareness and promote harmony among all uniformed members, the federal civilian workforce, and their families. These are extensions of the National Guard's equal opportunity education and training objectives.
2. Responsibilities: Everyone is responsible to encourage all members of the National Guard Community to contribute and participate in the planning, implementation, and conduct of observance functions.
3. Enclosure 1, list the calendar of events for each special emphasis program and observance.
4. Enclosure 2 – Awards nominations and requirements for the following events:
  - a. National Association for the Advancement of Colored People – NAACP
  - b. National Image Incorporated – IMAGE
  - c. NJDMAVA – Special Emphasis Program
  - d. Equal Employment Opportunity – Honorary Recognition for Achievements
5. Point of Contact is the State Equal Employment Manager, MAJ Evelyn Torres at 609-562-0856 or MSgt Kathleen McCready, EEO Specialist at 609-562-0854.

2 Encl

OFFICIAL:

PAUL J. GLAZAR  
Major General, NJARNG  
The Adjutant General

DISTRIBUTION: A, A2, D

**EQUAL EMPLOYMENT OPPORTUNITY EVENTS  
FY 2001**

**January**

- 15 Dr. Martin Luther King, Jr Birthday. Information disseminated. Federal Holiday.  
**Theme: “Remember! Celebrate! Act! Day on & Not A Day Off”**

**February**

- 1-28 National African-American History Month, NJDMAVA. State, Technician, and AGR/TDG. Observance Only. Awards presented by TAG. Nominations for Awards required NLT 23 Mar 01 to HRO-EEO.

**Theme: “Creating and Defining the African –American Community: Family, Church, Politics and Culture”**

**March**

- 1-31 Women’s History Month, NJDMAVA. State, Technician, and AGR/TDG Observance Only. Awards presented by TAG. Nominations for Awards required NLT 23 Mar 01 to HRO-EEO.

**Theme: “Celebrating Women of Courage and Vision.”**

**April**

- 10-14 Days Remembrance- US Holocaust  
18-22 DACOWITS Spring Conference

**May**

- 1- 31 Asian/Pacific American Heritage Month. Observance Only.

**Theme: “Asian Pacific Americans Emerging Together”**

- 10 Third New Jersey National Guard Annual Unity Day - Exhibits, Workshop, and sampling of different ethnic background food. (All, State, Technician, AGR and TDG)  
**Nominations required NLT 23 Mar 01 to HRO-EEO.**
- 14 Armed Forces Day
- 21-25 29<sup>th</sup> National IMAGE, Inc, Annual Convention and Training. To be held in Atlantic City (Bally’s Park Place) Meritorious Service Award presented.
- Theme: Hispanics: A Diverse People Contributing To A Strong Nation.**
- 28 Memorial Day

Enclosure 1

Enclosure 1 (cont'd)

## **EQUAL EMPLOYMENT OPPORTUNITY EVENTS**

### **July**

- 8-15 92<sup>ND</sup> NAACP National Convention will host its convention in New Orleans, LA. The Roy Wilkins Renowned Service Award presented. **Nominations required NLT 23 Mar 01 to HRO-EEO.**
- 8-13 Federally Employed Women National Training Conference. Indianapolis, Indiana Special Emphasis Program Managers normally attend. No awards are presented.

### **August**

- 8-12 American GI Forum, National Convention & Training Conference will be host in Chicago, IL (Military Awards Banquet)
- 26 Women's Equality Day, NJDMAVA. State, Technician, and AGR. Small Observance, no awards are presented.
- 27-31 The Blacks in Government National Annual Training Conference will be host in Los Angeles, CA

### **September**

- 01 Historically Black Colleges & Universities (HBCU's) Week – Local Nat'l Guard Personnel

### **September-October**

- 15 Sep- Hispanic Heritage Month, NJDMAVA. State, Technician, and AGR/TDG  
15 Oct  
**Theme: TBA**

### **October**

- 1-31 National Disability Employment Awareness Month

### **November**

- 1-30 Native American Indian Heritage Month. Observance only.

## December

12-14 Gov't Wide Conference on Employment of Persons with Disabilities

### NOTE:

\*\*\* This year we will have our Third Annual Unity Event. This is one big event that celebrates all ethnic backgrounds. The Multi-Cultural committee will establish general guidelines for the third year to ensure success and order. Smaller ethnic committees will be formed. Each nationality, ethnic, gender committee will determine how they want to honor their area of emphasis during this event. This may include but is not limited to food, literature, music, educational items and costumes.

The TAG will present awards for individual recognition at Unity Day on 10 May 2001. Nominations for all race and gender will be submitted to HRO-EEO NLT 23 March 2001. Criteria already established for NJDMAVA Special Emphasis Program Celebration still applied.

. \*\*\* You could obtain information on different Ethnic Observances at the following Website:

<http://www.pafb.af.mil/deomi> under EO/EEO Publications – Research.  
<http://www.nationalimageinc.org> - National Image  
<http://www.naACP.org> - NAACP  
<http://www.bignet.org> – Blacks in Government Network  
<http://www.TheKingCenter.com> – Dr. Martin Luther King Jr.  
<http://www.militarywomen.org> – Military Women  
<http://www.lcweb.loc.gov/exhibits> – Library of Congress-look for African-American  
<http://www.ncai.org> – National Congress of American Indians  
<http://www.laraza.com> – LaRaza – Latino/Hispanic organization  
<http://www.latinolink.com> – Latino information  
<http://www.nwhp.org> – National Women's History Project  
<http://www.horseworld.com/imh/buf/buftoc.html> – Buffalo Soldiers out West  
<http://www.fiskrii.org> – Fisk University Race Relations Institute  
<http://www.usccr.gov> – US Commission on Civil Rights  
<http://www.brevard.cc.fl.us/multicultural> – Moore Multi-Cultural Center  
<http://www.equalopportunity.on.ca> – Gateway to Diversity  
<http://www.tenet.edu/academia/multi.html> – Hall of Multiculturalism  
<http://www.ucalgary.ca/Eli.html> – Eli Haggadah – Jewish information  
<http://www.ushmm.org> – US Holocaust Memorial Museum  
<http://www.whitehouse.gov/index2.html> – look for “One America”  
<http://www.mecca.org/-crights/ncrm.html> – National Civil Rights Museum  
<http://www.ort.org/anjy> - Jewish youth  
<http://www.amnesty.org> – Amnesty International  
<http://www.polishamericancenter.com> – Polish American

\*\*Events as of 8 February 2001\*\*

Enclosure 2

**BG HOLSEY A. MOORMAN DIVERSITY AWARD**

1. This annual Award is named to honor BG Holsey A. Moorman, Deputy Adjutant General, who served his State and Nation from April 1, 1994 through December 31, 2000.
2. The intent of this award is to recognize the actions and accomplishments of that member of the Department of Military and Veterans Affairs who most closely reflect the standards and ideals set by General Moorman during his years of service.
3. The BG Holsey Moorman Diversity Award is presented to that individual who acts as a role model and mentor to all employees of the Department of Military and Veterans Affairs. To that individual who most reflects the high moral character, level of integrity, and patriotism shown by the members of the 1<sup>st</sup> Separate Battalion; and who routinely places others before themselves and works to make the many diverse faces one department.
4. This award will be presented annually to the individual who most exemplifies his or her desires to improve diversity in the organization.

The person must have a minimum:

- a. Two years of service in the department
  - b. Supervisors recommendation and/or endorsements.
  - c. Record of active participation in department diversity activity
  - d. Acknowledged contribution to department of diversity, i.e. recruiting/hiring, promotion, retention, mentoring, community activity, membership in organizations that foster diversity.
  - e. Must be of character, which will lead to being considered a role model.
  - f. Active mentor (civilian/military).
4. Nominations will be submitted to HRO-EEO no later than 23March 2001.

**National Association for the Advancement of Colored People  
Annual Convention (NAACP)**

**Dates:** The 92<sup>nd</sup> Annual NAACP Training Conference will be held in New Orleans, LA 8-15 July 2001. An Armed Forces and Veterans Affairs dinner is held on one day during that week.

**Purpose:** The largest annual gathering of civil rights organizations in the country which has served, historically, as a forum for discussing many of the key civil and human rights issues. NGB also conducts specific seminars for Black Employment Program Managers.

**Attendees:** State Adjutant's General, Assistant Adjutant's General, Equal Employment Managers, and Black Employment Managers are encouraged by NGB to attend.

**Awards:** The Roy Wilkins Renown Service Award is presented to American military personnel in uniform who have distinguished themselves by contributing to military equal opportunity policies and programs. An award is presented to an Officer and Enlisted member of each service.

**Eligibility:** Current military members of the NJNG.

**Nominations:** Nominations are made through the Chain of Command to HRO-EEO.

A selecting committee then evaluates nominees normally

Chaired by the Deputy Adjutant General.

**Suspense:** **NLT 23 March** of each year in order to adequately review, select, and Submit NJNG nominees to the National Guard Bureau.

**Criteria:**

(1) **Nominations** should be based on:

- (a) Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, Human relations and public service programs.
- (b) Supports and contributes to the civil rights movement
- (c) Endorses the full integration and promotion of minorities and women within the Armed Forces
- (d) Promotes a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population
- (e) Fosters an innovative and creative environment between the military and civilian community of all races and ethnic backgrounds that benefits the employees and/or residents
- (f) Promotes programs and activities that advocate equal opportunity based on individual merit or all employees within the federal workplace
- (g) Displays exceptional qualities that distinguish the individual as an outstanding leader
- (h) Believes in and practices the tenets of the United States Constitution and democratic society that all persons are created equal and that freedom is a God-given right that must be protected vigilantly at all times

(2) **Nominations** will include:

- (a) Biography of no more than one (1) page, double spaced.
- (b) Narrative of no more than two (2) pages, double spaced.
- (c) Official military 8" X 10" head and shoulder photograph (Class A/Service dress).
- (d) Three (3) paragraph synopsis of the nomination write up for program booklet

## **National Image Incorporated Annual Training Conference and Convention**

**Dates:** The 29<sup>th</sup> Annual National Image, will hold its annual Training Conference, in Atlantic City, New Jersey, May 21 to 25 May, 2001. Historically, National Image Inc. honors military members with the presentation of its “Meritorious Service Award” at a formal dinner that will be held on May 23, 2001.

**Purpose:** The only national forum designed specifically to address the issues and concerns of Hispanic Americans in government service. NGB also conducts specific seminars for Hispanic Employment Program Managers.

**Attendees:** National Guard personnel involved in policies related to the employment and advancement of Hispanic Americans, such as: Personnel specialists, HR/EO and Social Actions staff, Equal Employment Managers, and Hispanic Employment Program Managers.

**Awards:** The Meritorious Service Award is presented to military personnel who have distinguished themselves by contributing to military equal opportunity policies and programs. An award is presented to an Officer and Enlisted member of each service.

**Eligibility:** Current military members of the NJNG.

**Nominations:** Nominations are made through the Chain of Command to HRO-EEO. Nominees are then evaluated by a selecting committee normally chaired by the Deputy Adjutant General.

**Suspense:** **NLT 23 Mar** of each year in order to adequately review, select, and submit NJNG nominees to the National Guard Bureau.

**Criteria:**

(1) Nominations should be based on:

- (a) Promotes the tenets of civil/human rights, race relations, equal opportunity, affirmative action, human relations and public service programs.
- (b) supports and contributes to the civil rights movement
- (c) endorses the full integration and promotion of minorities and women within the Armed Forces
- (d) promotes a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population
- (e) fosters an innovative and creative environment between the military and civilian community of all races and ethnic backgrounds that benefits the employees and/or residents
- (f) promotes programs and activities that advocate equal opportunity based on individual merit or all employees within the federal workplace
- (g) displays exceptional qualities that distinguish the individual as an outstanding leader
- (h) Believes in and practices the tenets of the United States Constitution and democratic society that all persons are created equal and that freedom is a God-given right that must be protected vigilantly at all times

(2) Nominations will include:

- (a) Narrative of no more than two (2) pages, double-spaced.
- (b) Biography of no more than one (1) page, double-spaced.
- (c) Official military 8” X 10” head and shoulder photograph. (Class A/Service dress)

## **NJDMAVA Special Emphasis Program Celebrations**

Annual special ethnic observances are designed to enhance cross-cultural awareness and promote harmony among all uniformed members, their families and the civilian workforce.

**Dates:** Specific dates, times, and locations are published as they are determined.

**February:** Black History Month

**March:** Women's History Month

**May:** Unity Day (Diversity Event)

**May:** Asian/Pacific American Heritage Week

**15 September-15 October:** Hispanic Heritage Month

**November:** Native American Indian Heritage Month

### **Purpose:**

Established in order to enhance cross-cultural awareness among all and that the contributions of all to include minorities and women in technology, art, literature, politics, education, and every other facet of American society may be appropriately recognized.

Encourage all members of the National Guard community to contribute and participate in the planning, implementation, and conduct of observance functions.

**Attendees:** State and Federal employees and AGR/Traditional Guard members.

**Awards:** The Adjutant General Certificate of Appreciation is presented to Department employees who have contributed to equal opportunity for Minorities and Women in the Department and in the community. The awards are to be presented at the Annual NJDMAVA Unity Day celebrations

**Eligibility:** State and Federal (competitive and excepted) NJDMAVA employees, and AGR members.

**Nominations:** Federal - Through chain of supervision to Activity Manager (Air Cdrs (Air Cdrs McGuire and Atlantic City, USP&FO, CAO) then forwarded to HRO-EEO.

State - Through chain of supervision to each CEO or Director who forwards to State AAO.

Military – Through their appropriate chain of Command then forwarded to HRO-EEO

**Suspense:** Black History Month, **NLT 23 Mar 01**

Women's History Month, **NLT 23 Mar 01**

Hispanic Heritage Month, **NLT 23 Mar 01**

**Criteria:** See attached "Honorary recognition for Achievements"



## **Equal Employment Opportunity Honorary Recognition for Achievements**

### **Categories of Award Recipients:**

**General:** Supervisors at all levels have the key responsibility and perhaps the greatest influence on Equal Employment Opportunity programs. Other persons providing strong leadership and valuable contributions are Equal Opportunity Officers and Specialists, Equal Opportunity Counselors and Representatives, and others who have Equal Opportunity duties within their job descriptions. Others who may contribute much to effecting Equal Employment Opportunity are recruiters and employee development and personnel officers who have responsibilities, which have, direct implications for EEO. Also, there are employees, supervisors, or managers who are actively giving leadership to EEO goals within community organizations or groups.

**Supervisors:** Included in this category are persons at all levels of supervision and leadership who clearly excel in promoting EEO and EO within their organizations. Recognition for accomplishments should be based on *objective* evidence, which indicates the supervisor, or leader *excelled* in the following important job factors:

1. Motivating employees through direct encouragement and assistance to develop their full potential and utilize their skills to the maximum extent;
2. Achieving effective employee utilization;
3. Demonstrating sensitive treatment of all employees.

**Persons within programs, projects, or activities which have EEO/EO implications:** Included are persons whose work is not specifically EEO or EO, but who through superior accomplishments in training, recruitment, or other activity advances equal opportunity. This category could span the entire grade range of staff and operating personnel. Examples of achievements are:

1. Provides excellence in leadership and creative development of successful training programs for lower graded and under-utilized employees;
2. Achieves outstanding success in working with educational institutions to encourage qualified minority group persons and women to apply to shortage category jobs in which those groups are underrepresented;
3. Works with unusually high effectiveness with educational institutions on curricula development activities which help students better prepare themselves for Federal, State, or military employment;

## **Equal Employment Opportunity Honorary Recognition for Achievements**

4. Provides outstanding managerial leadership and full participation in activities within or outside their organization, which fosters EEO and EO in NJDMAVA.

**EEO and EO program leaders:** This category includes persons who have specific responsibilities for EEO and EO within NJDMAVA, such as EEO and AA Officers, EEO Counselors and EO representatives, and Special Emphasis Program Managers. Examples of achievements are:

1. Provides superior counseling and guidance service to employees which effectively encourages and assists them in planning and achieving occupational training, educational or career goals related to the needs of the employee, their organization, and NJDMAVA;

2. Provides outstanding service through effective resolution of employee discrimination complaints by developing rapport with employees, offering helpful guidance in the discussion of their complaints, and building a reputation for prompt, effective action;

3. Provides outstanding leadership in the development and implementation of an EEO or AA plan or activity which leads to significant changes or improvements in the EEO and EO programs;

4. Establishes and maintains a high level of respect and the confidence of minority groups or women's organizations and thus advances NJDMAVA's EEO and EO programs;

5. Achieves outstanding success in working in support of economic opportunity or other community action programs directed to advance EEO and EO in NJDMAVA.

**Achievers within Non-NJDMAVA activity.** This category includes employees who excel in fostering NJDMAVA's EEO and EO programs through non-NJDMAVA activities. Examples of achievements are:

1. Provides outstanding leadership and active support to community activities whose objectives are directed to useful and constructive solutions to community problems affecting EEO;

2. Provides outstanding contributions to economic opportunity programs such as neighborhood youth corps or adult experience programs.

## **Federally Employed Women National Training Conference**

**Dates:** The Federally Employed Women National Training Conference will be held in Indianapolis, IN. July 8 to 13, 2001.

**Purpose:** Provide high quality training for all that has identified training and education as a means to achieve success. In addition, the National Guard Bureau conducts specific training programs for EEO Managers and Federal Women's Program Managers.

**Attendees:** EEO Managers and Federal Women's Program Managers.

**Awards:** None

## **New Jersey Black Issues Conference**

**Dates:** Normally a 4 day long program beginning at the end of **September** and ending in the beginning of **October**. Specific dates are published, as they become available.

**Purpose:**

**Attendees:** Senior Army and Air Federal and Military leaders, EEO Managers, Black Employment Program Managers, and recruiting personnel from the Army and Air National Guard.

**Awards:** None